## CITY OF CROWN POINT

## \*\*You can now ACCESS and PAY your Bill online\*\*

1. Go to <a href="https://www.crownpoint.in.gov/">https://www.crownpoint.in.gov/</a> > How Do I... > Submit > Online Payments > Utility Payment



2. The *Confirm Account* page will open. Here they would enter their *Account Number* and any additional identifying credentials that may be required (this will vary depending on how the eSuite administrator set up the requirements).

Click CONFIRM ACCOUNT.



3. The *Activate Your Account* page will open. This page allows the user to create their new sign-in credentials, i.e., the user name and password they will use to sign into eUtilities.

All fields in this window are required. Make the necessary entries and click *REGISTER*.

Complete the form b	pelow to begin the account activation process.	
Create Your Accou	unt	
Username	JSmith ×	
Password	*******	
Confirm Password	*******	
Email	john.smlth@steinman.coi	
Confirm Email	john.smith@steinman.com	
	REGISTER	

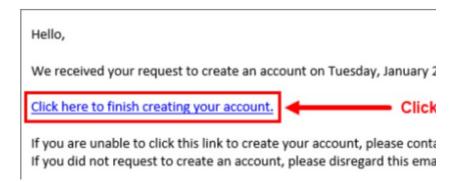
4. The following window will display:

## Activate Your Account

Create your account.

An email has been sent to your email address containing an account activation

You will receive an email message with a subject line similar to the following: "eSuite UM Account Creation Requested." It could take several minutes for the email message to arrive, but when it does, you must open it and click the link located within the body of the message.



- 5. At the new Sign In page, the user can now do the following:
  - a. Enter their new *Username* and *Password*, i.e., the credentials created in step 3 above.
  - b. If they would like this page to remember their *Username*, i.e., to retain that value for future sign-in sessions, they can select the *Remember Me* check box. Otherwise, they can leave this check box unchecked.
  - c. Click SIGN IN.



6. The *Account Summary* page will open (i.e., the default page for the customer's account), thus completing the customer account activation process.

